

State of Nevada DOC: Offender Management

Version Date: 4/13/2016

1991496 Departmental Count Sheet

Description: This record series consists of departmental forms which track all daily movement of inmates among institutions, medical facilities outside the institutions, medical/mental health units within the system, court appearances and other movements (fire fighting, etc.). Includes data on ID number, name, movement, counts (number of movements, etc.) for each institution. (DOC Administrative Regulation 570)

Retention: Retain for a period of three (3) calendar years from effective date.

Disposition: Destroy

1992717 Inmate Central File (C-File)

Description: The Nevada Department of Corrections maintains two inmate records files pursuant to NRS 209.351 and DOC Administrative Regulation 560 & 561: the Institutional file and the Central file. The Central file [a partial compilation of criminal history record information (documents) and records of correctional supervision] is maintained in Central Office for the purpose of recording and maintaining matters concerning the inmate's legal status, including: commitment information, release computation, detainers, classification, management information system, statistics and planning and certain confidential information relating to Central Monitoring Cases. All other record responsibilities are delegated to the institutions and are processed using the Institutional file.

Retention: Retain these records for a period of seven (7) calendar years from the date of release from the system.

Disposition: Destroy Securely

2016015 Inmate File: Permanent

Description: The Nevada Department of Corrections maintains two inmate records files pursuant to NRS 209.351 and DOC Administrative Regulation 560 & 561. Both Central and Institution records are originated at a receiving institution. The permanent record consists of: mug shot and physical description and fingerprints; judgment of conviction, amended judgments and court orders; District Attorney's Statement of Fact; inmate classification report; Official certificates for commutation of sentence, conditional pardon, pardon, parole, restoration of citizenship; Parole and Probation records including reports of violations and revocations; Department of Justice Federal Bureau of Investigation National Bureau of Criminal Identification.

Retention: Retain these records for a period of seven (7) calendar years from the date of release from the system.

Disposition: Permanent: Transfer to State Archives

2016016 Inmate File: Notorious/Infamous

Description: The Nevada Department of Corrections maintains two inmate records files pursuant to NRS 209.351 and DOC Administrative Regulation 560 & 561. Both Central and Institution records are originated at a receiving institution. Some of these inmate files document notorious/Infamous/ Historically Significant inmates. Inmate files are considered Notorious/Infamous if: the case/inmate attained contemporary public notoriety; the case/inmate received significant media coverage; the inmate case caused the state to develop or utilize new methods or technologies; the case/inmate is frequently cited in scholarly or profession literature or other resources; the case/inmate caused a change in policies or laws; the case affects a large portion of the community; the case/inmate was controversial; the case/inmate was generally viewed by the community as important or significant; the case/inmate was the subject of a well-known book or feature film; the case/inmate incurred large restitution amounts. The records include but are not limited to: Inmate Central File (C-File); Inmate Institutional File; Inmate File (Permanent Record), newspaper accounts; correspondence (official and personal); and applications for commutation of sentence, conditional pardon, pardon, and parole restoration of citizenship.

Retention: Retain these records for a period of seven (7) calendar years from the date of release from the system.

Disposition: Permanent: Transfer to State Archives

1991499 Inmate Identification Number Assignment Log

Description: This record series documents the assignment of inmate identification number by the Department statistician. This log (aka Pink Book) contains the inmate name, social security number, date of birth, sex, arrest date, and codes for race county of commitment, commitment status, offense, sentence and date received by intake unit.

Retention: Retain these records for a period of ten (10) calendar years.

Disposition: Permanent: Transfer to State Archives

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1991497 Inmate Information Statistical Reports

Description: This record series consists of statistical reports on inmate information prepared by the Division. The series may include: daily/monthly/biannual/annual/or on request statistical summaries for inmate census, intake and release, demographics, classification status, research and planning, and miscellaneous data.

Retention: Retain for a period of three (3) calendar years from the date of the report.

Disposition: Permanent: Transfer to State Archives

1992718 Inmate Institutional File (I-File)

Description: The Nevada Department of Corrections maintains two inmate records files pursuant to NRS 209.351 and DOC Administrative Regulation 560 & 561. Both Central and Institution records are originated at a receiving institution. The I-file is a compilation of criminal history record information (documents) and records of correctional supervision concerning individual inmates. This complete record is maintained at the institution where the inmate is housed.

Retention: Retain these records for a period of seven (7) calendar years from the date of release from the system.

Disposition: Destroy Securely

1991501 Inmate Inventory/Transfer Sheet File

Description: This record series consists of the Inmate Inventory/Transfer Sheet form, completed for each inmate transferred within the Department, consisting of an inventory of all property transported as allowed.

Retention: Retain for a period of three (3) calendar years from the date of transportation.

Disposition: Destroy

1999080 Inmate Legal Data Card

Description: This record series was used as a quick reference guide to vital information about inmates. The file consists of cards (appx. 4X6) including: DOC-504, Form 14-NSP-5-57-500, Form 14-NSP-8-65-5M and DOC 1598 (5/83) Inmate Legal Data (all white cards varying in size from 4-5/16X5-5/8 to 4X6). The information on the cards includes; Name, DOC#, Crime, Sentence, County, Judge, Sentence date, plea, date received, case # counts, parole date, expiration date, pardon date, date of birth, SSN and a remarks field.

Retention: Retain this record series for a period of twenty-five (25) calendar years from the date of release from the system.

Disposition: Destroy Securely

1999079 Inmate Personal Data Card

Description: This record series was used as a quick reference guide to vital information about inmates. The file consists of cards (appx. 5X8) including: DOC-C-540 Inmate Personnel Data Card (the card is printed as Personnel where it should have been Personal) which is an orange card, DOC-1623 (5/83) Inmate Personnel Card (white or pink cards) and NSP-C-150 (Nevada State Penitentiary) Inmate Personnel Data Card (white and tan cards). Information contained on all these cards includes: name, back number, aliases, details on the crime (charge, sentence date, etc.), date of birth, SSN, residence, details on relatives (name, address, relationship, etc.), citizenship, details on physical characteristics (height, weight, scars, etc.), educational background, and other personal details.

Retention: Retain this record series for a period of twenty-five (25) calendar years from the date of release from the system.

Disposition: Destroy Securely

1991494 Meritorious Service Credits Referral

Description: This record series contains the reports, e.g., Meritorious Service Credits Referral, to the Correctional Case Records Manager, containing notification of educational achievement, vocational achievement, or a meritorious act of achievement by an inmate for fire suppression, acts of heroism, and other charitable or exceptional acts deemed meritorious by the Director, which is used for the purpose of awarding Meritorious Good Time (MGT) sentence credits [DOC Administrative Regulation 562 IV (A)(4) & V (A)(1)(c)].

Retention: After verification of data entry retain for a period of three (3) calendar years from the end of the calendar year to which they pertain.

Disposition: Destroy Securely

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1991495 Nevada Correctional Information System Data Base

Description: This record series consists of an electronic data base (began August 1986) and computer listings of data compiled on classification and management of inmates pursuant to NRS Chapter 209 and DOC Administrative Regulation 500 Series. The data base contains files regarding: (1) demographics, (2) classification status, (3) parole information, (4) holds and detainers, (5) contract inmates, (6) sentence management data, (7) credit history, (8) transportation needs, (9) medical management data, and (10) employee information.

Retention: Retain the computer printout until superseded.

Disposition: Destroy Securely

1991500 New Commitment Property and Money Inventory File

Description: This record series consists of a New Commitment Property and Money Inventory form for each inmate transported by the administrative transportation section. Information consists of the amount of funds and itemized property and valuables.

Retention: Retain for a period of three (3) calendar years from the date of the transportation.

Disposition: Destroy

1991493 Work Good Time Credit Report

Description: This record series contains the monthly reports from DOC institutions and facilities to Correctional Case Records Manager (CCRM) detailing the Work Good Time (WGT) credits earned for participation in work, education, or training programs (NRS 209.433(3); 209.443(3); 209.446; 209.449; and DOP A.R. 562 & 563).

Retention: Retain the records until verification of data entry.

Disposition: Destroy Securely